

INVITATION TO BID
City of Lawrenceburg
Fleet Fuel Management Program

BID DUE DATE: January 5, 2015 10:30 A.M.

REQUESTING DIVISION: City of Lawrenceburg
25 Public Square
Lawrenceburg, TN 38464

DIRECT INQUIRIES
OF YOUR BID TO: Chris Shaffer
City Administrator
25 Public Square
Lawrenceburg, TN 38464
Telephone: (931) 762-4599 – ext. 101

Bid submittals must be **SEALED** and clearly identified with bidder name and address in the upper left hand corner of the envelope and **“FLEET FUEL MANAGEMENT PROGRAM”** in the lower left hand corner.

BIDS WILL BE ACCEPTED UNTIL 10:30 A.M.

January 5, 2015
AT
LAWRENCEBURG MUNICIPAL COMPLEX
25 PUBLIC SQUARE
LAWRENCEBURG, TN 38464

BID OPENING WILL IMMEDIATELY FOLLOW AT THE
LAWRENCEBURG MUNICIPAL COMPLEX
25 PUBLIC SQUARE
LAWRENCEBURG, TN 38464

Specifications may be picked up at the front desk of the Lawrenceburg Municipal Complex or on the city website www.lawrenceburgtn.gov

City of Lawrenceburg
25 Public Square
Lawrenceburg, TN 38464

Invitation To Bid

The City of Lawrenceburg, will be accepting bids for the purchase of gasoline and diesel fuel at off-site locations beginning approximately January 15, 2015 through December 31, 2015 with an option to renew each year thereafter for a 12 month period.

Only OPIS (or Petro) pricing, Nashville terminals, service fees, freight fees, taxes (only those to which the City is not exempted) and total price per gallon shall be quoted by bidder for delivery of fuel to off-site locations for the City.

SPECIFICATIONS

GENERAL

It is the purpose of these specifications to provide a management system for the purchase and dispensing of off-site motor fuel (exempt of applicable taxes at the point of purchase) for use by the City.

Award shall be based on the total off site price per gallon, availability of product, as well as on the locations made available to the City, the reporting provided, the security of the system, and the ability of the Contractor to sell the motor fuel tax exempt at the time of purchase (exempt from those taxes to which the City is exempt).

Contractor shall invoice the City on a monthly basis for only the motor fuels dispensed into authorized vehicles. Contractor shall submit monthly invoices that shall include all fuel charges.

PRODUCT SPECIFICATIONS and QUALITY

a) Gasoline (10% ethanol and pure gasoline)

b) # 2 Diesel - ultra-low sulfur diesel fuel

CONTRACTOR'S REQUIREMENTS

The successful bidder, the Contractor, shall have thirty (30) days from the date of award to implement this system.

The Contractor, at its sole cost, shall furnish all necessary labor, software and hardware needed to implement the proposed fleet fuel management program. The Contractor shall provide, at its sole cost, all cards including replacements for a one or two card system. The Contractor shall provide, at its sole cost, all service necessary to implement the proposed fleet fuel management program.

REPORTS

The Contractor shall provide, at its sole cost, monthly reporting to the City. These reports shall include the following:

- a. Vehicle department
- b. Vehicle number and description
- c. Date and time of fueling
- d. Name of operator or person fueling
- e. Location of fueling
- f. Gallons dispensed into vehicle
- g. Type of fuel
- h. Price and extended total price (excluding exempt taxes) of fuel
- i. Miles per gallon of vehicle or gallons per hour meter
- j. Report that provides for the total number of gallons by fuel type
- k. Beginning and ending mileage

1. Monthly fleet analysis reports detailing the fuel expenses of each vehicle on a monthly

and year to date basis

The purpose of these reports is to allow the City to track and control its fleet expenses and to extend the life of its vehicles.

The successful bidder shall invoice the City on a monthly basis for only the motor fuels dispensed into authorized vehicles. Contractor shall submit one complete copy of the monthly invoices to the Purchasing Office along with a copy of each department's reports. Also, one complete copy of each department's reports and their invoice shall be sent to each department (addresses will be provided) and shall include all fuel charges.

SECURITY

The Contractor, at its sole cost, shall provide a card system with adequate restriction and limitations. Contractor will limit all purchases to fuels only.

AUDITS

The City reserves the right to have its representatives or independent auditors inspect the records maintained by the Contractor concerning the products and services described herein.

TAXES

The City is exempt from all applicable fuel taxes as shown on the certificate of tax exemption on file at the City.

BID REQUIREMENTS

Bid prices shall include all fees involved in the entire fleet fuel management program.

All bidders shall bid as follows:

The price per gallon paid to the Contractor shall be based on the Oil Price Information System (OPIS) published wholesale price for fuel that is purchased at branded stations. Prices shall be adjusted each week according to the OPIS reports. The wholesale price of fuel, to be determined each week according to OPIS, plus applicable freight and the Contractor's service fee shall be added together to reach the total price per gallon to be charged to the City. The price that is in effect each Friday shall determine the City's buying price for the following week, plus the service fees and freight fees. **The Contractor's service fee and applicable freight shall remain constant through the entire term of this contract.**

The number and locations of fueling locations inside the City should be included with the bid.

On at least a monthly basis, the Contractor shall supply the City the applicable OPIS (or Petro) report for the cost of fuel.

If the City must purchase fuel from another supplier due to the failure of the Contractor's services or equipment, the Contractor shall credit the City for the difference, if any, between that paid for fuel purchased from another supplier and that which the Contractor would have charged.

CANCELLATION CLAUSE

The City reserved the right to terminate this contract prior to the end of the period indicated upon seven (7) days written notice, for failure to meet required specifications. In the event of termination, all fuel purchased prior to the effective date of termination shall be paid by the City.

NOTE: The City reserved the right to reject any or all bids, to waive any informality not a violation of the law, and to make any award in the best interest of the City.